



Job Opportunity Announcement Town of East Fishkill

JOB CLASSIFICATION: Part-time Account Clerk (Water & Sewer Dept)

This is an entry level position responsible for the performance of routine account keeping and clerical duties. The work involves the application of standardized account keeping practices in maintaining and checking financial accounts and records. Incumbents usually work on standardized assignments in accordance with definitely defined procedures. Work is performed under the direct supervision of a higher level employee with minimum leeway allowed in the completion of work assignments. Supervision over others is not normally a function of the class.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from high school or possession of a high school equivalency diploma and one year of experience in the performance of account keeping and/or bookkeeping;
- OR: (B) Completion of one year (30 credits are equal to one year) of college, business school, or other post high school training which included two courses in account keeping or bookkeeping;
- OR: (C) An equivalent combination of the training and experience as indicated in (A) and (B) above.

SALARY: \$15.38/hour

BENEFITS: Retirement Plan (enrollment is optional)

APPLY AT: Town of East Fishkill HR Department, 330 NY-376, Hopewell Junction, NY 12533
or inquire by email: **MorrisS@EastFishkillNY.gov**

Applications are accepted until position is filled.

Want to read more about us? Visit our website at www.EastFishkillNY.gov

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The Town of East Fishkill does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, marital status, national origin, religion, disability, familial status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

Town of East Fishkill is an Equal Opportunity Employer M/F/V/H